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# Application for initial assessment for membership

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| --- | --- |
| Firm name |  |

|  |  |
| --- | --- |
| Principal office address |  |

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| --- |
| Are all partners, stockholders or principals licensed to practice accounting in the practice’s jurisdiction? Please state Yes or No. |
|  |

The aforementioned firm hereby applies for independent membership in the Parker Russell International (PRI) and agrees, if elected to membership, to abide by all the rules and regulations.

Upon receipt and in consideration of the yearly Application Fee and successful outcome of the quality control review visit, PRI hereby grants a non-exclusive worldwide license to INDEPENDENT MEMBER to use the registered service mark “Parker Russell International” for auditing, tax accounts and management advisory services.

INDEPENDENT MEMBER expressly agrees that PRI retains full ownership of the mark and INDEPENDENT MEMBER agrees to maintain the quality of any services offered and/or sold and provided under the mark, commensurate with the business positions of the parties involved to ensure that the quality is maintained. INDEPENDENT MEMBER agrees to display Parker Russell International logo.

|  |  |  |
| --- | --- | --- |
| Signed by: |  | Signature |
|  |  | Print name and title |
| On behalf of: |  | Firm name |
| On: |  | Date |

# Confidential Information Form

Please complete to apply for PRI International Membership

|  |  |
| --- | --- |
| Firm name |  |

|  |  |
| --- | --- |
| Date organised |  |

|  |  |
| --- | --- |
| Principle office address |  |

|  |  |
| --- | --- |
| Telephone number |  |

|  |  |
| --- | --- |
| Email address of contact |  |

|  |  |
| --- | --- |
| Website address |  |

|  |  |
| --- | --- |
| Location of other offices (City/State/Province) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of personnel in all offices | | | |
| Partners |  | Professionals |  |
| Paraprofessionals |  | Clerical/Admin |  |
|  |  | Total |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Net Fee (Accrual-basis revenue less billing adjustments) | | | | |
| Service | Latest completed year amount | % | Next projected year amount | % |
| Audit |  |  |  |  |
| Accounting |  |  |  |  |
| Bookkeeping |  |  |  |  |
| Consultancy |  |  |  |  |
| Tax |  |  |  |  |
| Others |  |  |  |  |
| Total |  |  |  |  |

|  |  |
| --- | --- |
| Fiscal year end date |  |

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| --- |
| Please describe the principal geographic area covered by the firm’s practice. |
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| --- |
| Please list the firm’s principal industries or areas of specialization. |
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| What do your consider to be the firm’s principal strengths? |
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| --- |
| What do you consider to be the firm’s principal weaknesses? |
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| Is the firm willing to share financial, management and technical information with other members of PRI? Please state Yes or No. |
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| --- |
| Has the firm or nay partner been involved in litigation for alleged noncompliance with professional standards, lack of independence, or felonies which resulted in censure, reprimand,suspension or expulsion by any professional organization? Please state Yes or No. If Yes, please explain below. |
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| Are all partners, or stockholders of the firm, members of the appropriate state or national accounting institute or society? Please state Yes or No. |
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| --- |
| On what committees, if any, are you or your partners currently serving at the state or national accounting institute? |
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| --- |
| Would your firm be willing to submit a review of it’s accounting and auditing practice by a review team appointed or selected by PRI? If No, please explain why below. |
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| --- |
| Is your firm insured for Professional Indemnity purposes? If Yes, please indicate below the amount of the insurance coverage, the carrier, and whether you consider the coverage to be adequate. If No, please explain why below. |
|  |

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| --- |
| Is your firm currently a member of another international association? Please state Yes or No. |
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| --- |
| Has your firm belonged to an international association in the past? Please state Yes or No. If Yes, why did your firm decide to leave that association? |
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| --- |
| What do you expect as a result of joining Parker Russell International? |
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| --- |
| With what countries do you and your clients have professional contact? |
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| --- |
| Does your firm plan to participate actively in Parker Russell International? Please state Yes or No. If Yes, what committees/networks/industry groups would you like to be involved in? |
|  |

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| --- |
| Have partner profiles for each active partner been included with this application? Please state Yes or No. |
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| --- |
| Has a copy of your firm’s brochure(s) been included? Please state Yes or No. |
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| --- |
| A copy of your firm’s most recent quality review or peer review report and corresponding letter of comments is required (if applicable in your country). Has that been included? Please state Yes or No. |
|  |

The information on this Confidential Information Form is submitted with the understanding that it is to be used solely to evaluate the firm’s eligibility for membership in PR International and for no other purposes. The preceding information is, to the best of my knowledge, true and accurate.

|  |  |  |
| --- | --- | --- |
| Prepared by: |  | Signature |
|  |  | Print name and title |
| On: |  | Date |
| On behalf of: |  | Firm name |

# Partner Profile Please copy and complete the form below for each active partner.

|  |  |
| --- | --- |
| Partner name |  |

|  |  |
| --- | --- |
| Age |  |

|  |  |
| --- | --- |
| Email address |  |

|  |  |
| --- | --- |
| Billing rate per hour (£) |  |

|  |
| --- |
| Education and prior accounting experience |
|  |

|  |
| --- |
| Firm administration responsibilities |
|  |

|  |
| --- |
| Principle areas of practise |
|  |

|  |
| --- |
| Present and past professional activities |
|  |

|  |
| --- |
| Present and past community activities |
|  |

# Partner Profile Please copy and complete the form below for each active partner.

|  |  |
| --- | --- |
| Partner name |  |

|  |  |
| --- | --- |
| Age |  |

|  |  |
| --- | --- |
| Email address |  |

|  |  |
| --- | --- |
| Billing rate per hour (£) |  |

|  |
| --- |
| Education and prior accounting experience |
|  |

|  |
| --- |
| Firm administration responsibilities |
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|  |
| --- |
| Principle areas of practise |
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|  |
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| Present and past professional activities |
|  |

|  |
| --- |
| Present and past community activities |
|  |

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| --- | --- |
| Age |  |

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| --- | --- |
| Email address |  |

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| --- | --- |
| Billing rate per hour (£) |  |

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| Education and prior accounting experience |
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| Firm administration responsibilities |
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| Principle areas of practise |
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| Present and past professional activities |
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| Present and past community activities |
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# Partner Profile Please copy and complete the form below for each active partner.

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| Partner name |  |

|  |  |
| --- | --- |
| Age |  |

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| Email address |  |

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| --- | --- |
| Billing rate per hour (£) |  |

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| Education and prior accounting experience |
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| Firm administration responsibilities |
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| --- |
| Principle areas of practise |
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| Present and past professional activities |
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|  |
| --- |
| Present and past community activities |
|  |

# Parker Russell International

We are delighted to offer you the opportunity to join Parker Russell International, a global network of independent professional accounting firms and business advisers. It coordinates the international activities of its independent member firms, which provide clients with extensive and personal service relating to a wide range of professional services including Auditing, Accounting, Taxation and Financial advisory services.

## Parker Russell International Membership requirements

Members comprise a variety of large, medium and small firms. They are expected to:

* Be interested in, and able to contribute to, international activities
* Be prepared to attend local area and international meetings and participate in and support   
  PRI through contributions of their time
* Be of a size which is generally compatible with that of the other PRI members (at least two partners)
* Be able to provide the highest quality work, according to local and national conditions
* Be knowledgeable on all aspects of their home country's profession, commerce, politics   
  and economy
* Be capable of dealing with clients currently or potentially involved in international   
  business transactions
* Respond promptly to inquiries from other PRI members or requests for information   
  from the secretariat.

## Members must:

* Refer any of their clients wishing to do business in a country in which PRI is represented to the local PRI member, provided that the local member is capable of providing the services required and that the client has not stipulated that another firm be used
* Pay their association fees promptly and pay any service fees due to other members promptly
* All potential members must pass a quality control review, carried out by Parker Russell LLP, before being invited to join PRI.

## The aims of  Parker Russell International

* To help members provide the best professional service to their clients world-wide,   
  through mutual assistance
* To develop understanding and friendship between members world-wide
* To develop, maintain and increase the professional service capabilities of all members
* To educate members, through an exchange of literature, training, seminars and   
  quality control reviews
* To help fellow members, their employees and clients in a non-professional capacity

## What Parker Russell International members receive

* The possibility of work referrals
* Submitting tender for potential projects in your area with Parker Russell UK.
* Access to international knowledge
* Immediate assistance for clients wishing to expand abroad
* Membership of an international body of which will be shown on your letterheads.
* Local prestige
* A broadening of horizons and educational opportunities
* Work assistance
* Increased interest and motivation for staff
* Access to marketing advice and materials and the benefit of joint market

## How to join Parker Russell International

Subject to completion of the necessary paperwork and QCR visit at your offices, provided that we are happy with the quality and set up of your practice you will be invited to join PRI.

## Parker Russell International Membership costs

The PRI is non-profit making, so the fee is set at the minimum necessary to cover its running costs.

Each of the Member Firm shall pay to PRI a service charge equal to 1 % of the practice gross fee income or $5,000 (USD) minimum or $15,000 (USD) maximum per annum payable in advance

One off quality control review and administration fee of €5,500 (EURO)

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